

SCHOLARSHIP REFUND REQUEST FORM

- The Contributor must provide all of the information requested below.
- The form must be notarized. SCTPP requires that the notary include his or her official notary seal.
- Scholarship refund requests must be submitted **each semester**.
- **Proof of scholarship and a copy of the student's school statement or invoice reflecting actual hours enrolled, tuition and fee charges must accompany this form.**
- Questions should be directed to Customer Service at our toll-free number, 1-888-772-4723 (in Columbia, 737-2033), option 1.
- Submit to SCTPP, PO Drawer 11778, Columbia, SC 29211-1778 or fax to 1-800-519-4652.
- Please allow 4 – 6 weeks for processing. All scholarship refund checks are issued to the Contributor of the account and are only processed after the drop/add period of the institution listed on this form.

Current Contract Information

SCTPP Account Number _____

Contributor Name _____

Daytime Telephone Number (____) _____

Beneficiary Name _____

School Information

School Name _____

City / State _____

Term / Year _____

Number of Hours Enrolled _____

Scholarship Information

Scholarship Type * (circle one) Full Scholarship Partial Scholarship

*** Proof of scholarship and a copy of the student's school statement or invoice reflecting actual hours enrolled, tuition and fee charges must be mailed with this form.**

If the beneficiary receives a scholarship, SCTPP contract benefits can be held for future use or may be refunded to the Contributor. (The amount of the refund will include either the original purchase price plus the compounded rate of return earned by the Fund **OR** the current weighted average payout rate at colleges and universities in South Carolina, whichever is less.)

The beneficiary must coordinate billing and payment of SCTPP benefits with the university's billing office when applied in conjunction with a scholarship. Payment from SCTPP can reduce the amount of the scholarship award (including the LIFE Scholarship) in some instances. In the event that the beneficiary does not properly coordinate use of benefits and SCTPP pays the school for tuition expenses also covered by the scholarship award, the paid benefits will be deducted from the SCTPP contract. **The payments made to a school by SCTPP on the beneficiary's behalf cannot be reversed.**

SCTPP contract benefits can only be applied toward the cost of tuition and mandatory fees. Scholarship funding generally is more flexible and may be used to cover costs such as dormitory expenses, meals, laboratory fees, and books.

I certify that I am the legal contract Contributor, and I authorize SCTPP to refund the scholarship request for the above-referenced contract for the indicated term and year.

Contributor's Signature _____ (Notary must witness signature) _____ Date _____

Notary Section

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me.

Notary Public, State of South Carolina _____ (Seal or Stamp)

My commission expires _____ Date _____

STATE OF SOUTH CAROLINA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____